

MORTON COMMUNITY CENTER RENTAL POLICY

The City of West Lafayette and its Department of Parks and Recreation welcome you to use Morton Community Center. Because of contractual obligations and out of concern for the safety of all users, there are some rules and restrictions. Please read these rules carefully. You will be expected to follow all rules in your use of Morton.

Eligible Groups. Not for profit or private, non-discriminatory, social groups are eligible to use Morton Community Center. First priority in scheduling will go to programs sponsored or supervised by the Parks and Recreation Department.

Eligible Activities. Morton Community Center may be used for civic, recreational, educational and social activities. **No sales of articles, privileges, or services are permitted without a permit from the Park Board.**

Application. You must fill out, sign and return an application. All information must be complete and arrangement for payment must be indicated.

Equipment and Materials. Any electrical equipment to be used must be listed on the application. Electrical equipment must be U.L. listed and in good condition. Smoke machines are prohibited. No wastes may be left at Morton other than paper or perishables, which must be placed in the dumpster. Wastes of any other type must be removed by the organization.

Liability. The organization shall be liable for claims, damages or losses arising from the use of the facilities and each member of the organization shall release and hold harmless the City of West Lafayette and Board of Parks and Recreation from such claims, damages or losses. **In the event the organization's activities involve non-members or the event is open to the public, the user shall provide proof of liability insurance at time of reservation in an amount of not less than \$500,000 per person and \$1,000,000 per occurrence. An event is**

considered "open to the public" if members of the general public are allowed to attend, i.e., attendance is not restricted to specific invitees and guests. An event is also considered "open to the public" if it is promoted via television, radio, newspaper, Internet websites, flyers, etc.

Use of Facilities. The following rules apply to all uses of Morton:

- You and your group will be responsible for setting up and taking down any chairs or tables.
- You and your group must clean up the facilities and leave them in the same condition you found them.
- No alcoholic beverages are allowed at Morton.
- No smoking is allowed in any part of the building.
- You may only use the designated portion of Morton at the specified hours. Reservations are not assignable. The person making the application must be present for the activity.
- **All activities must be properly supervised and operated. When groups' members are under 18 years of age, at least one adult supervisor for each 15 participants under 18 is required.**
- No balls except nerf balls may be used in the multipurpose room.
- If Morton is closed due to emergency (for example, bad weather), all activities will be cancelled. If the program or activity cannot be rescheduled, the City of West Lafayette will refund the rental fee.

Rules Violation. If any activity violates any rules or is not adequately supervised, it may be suspended immediately and/or the group may lose the privilege of future use of Morton.